Base Supply Program
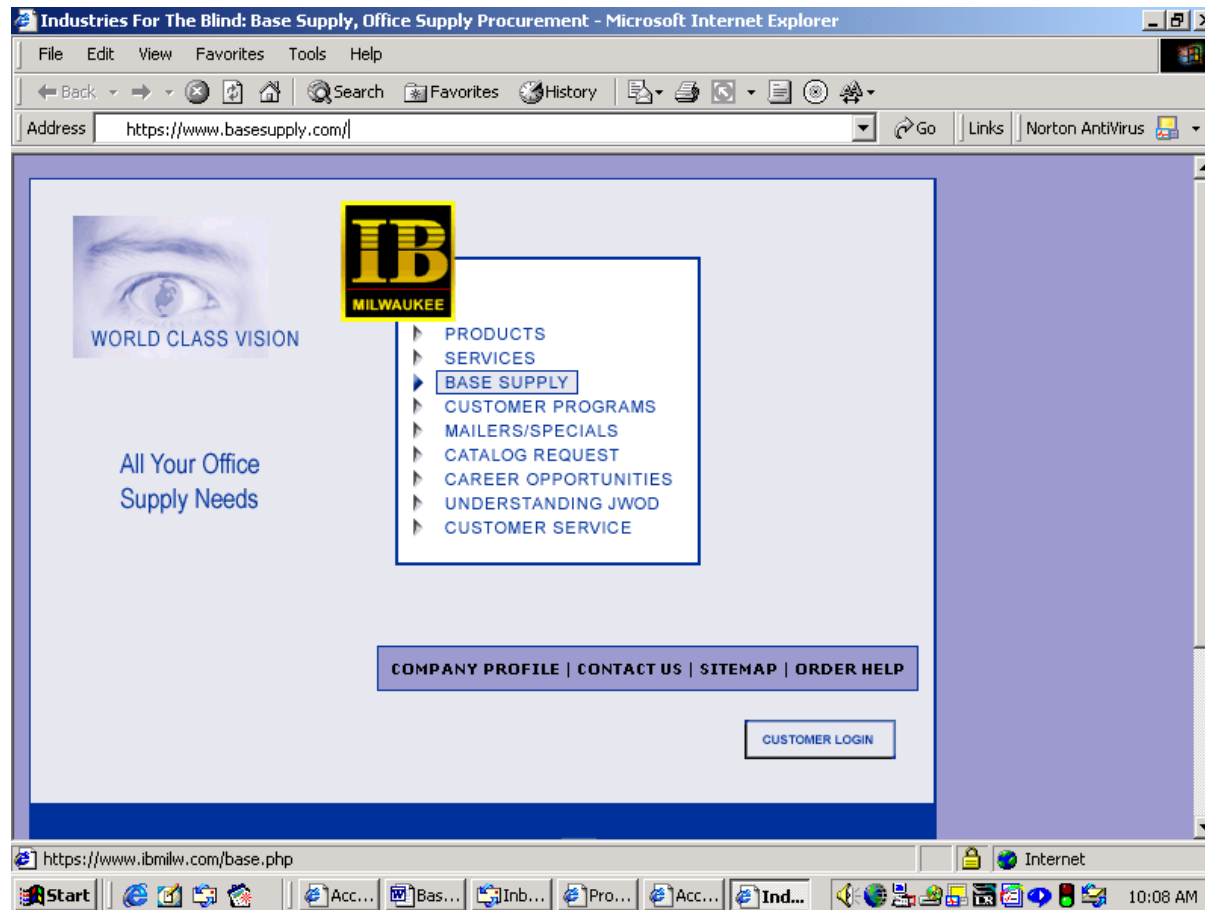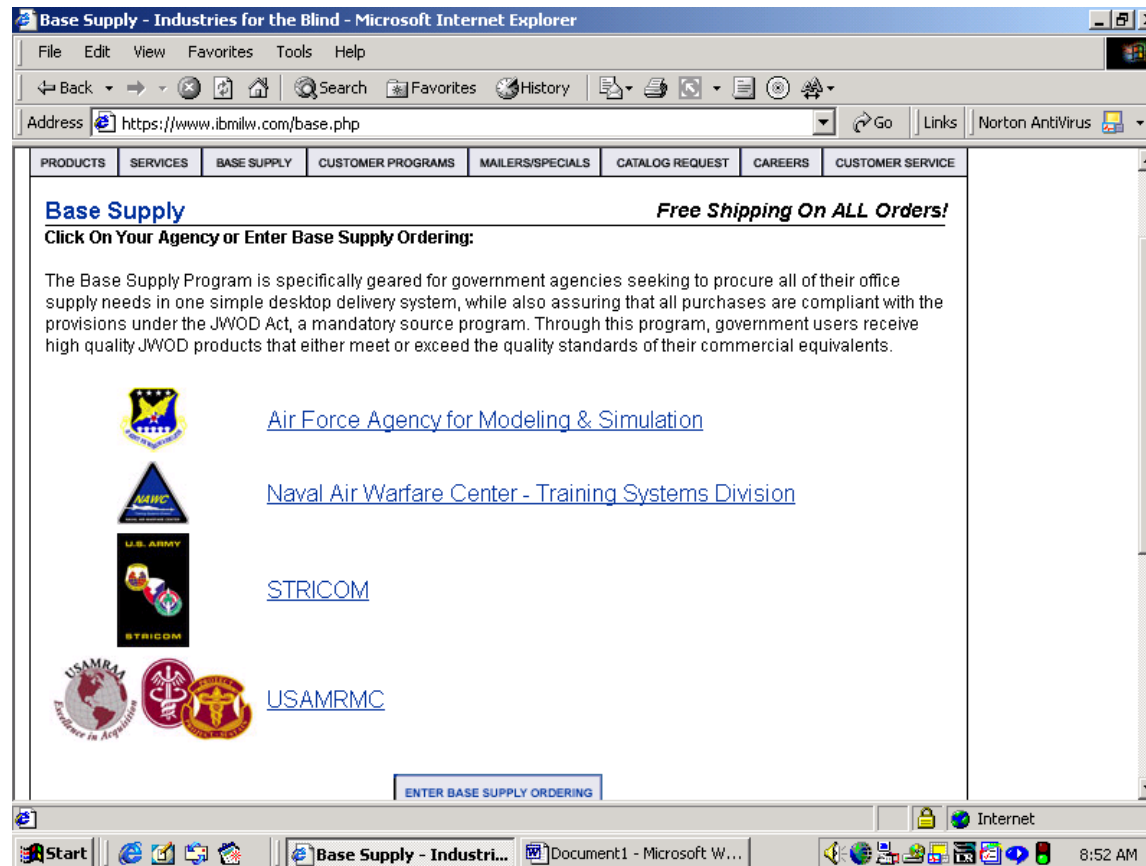
1) Go to www.BaseSupply.com and Click on BASE SUPPLY.

2) Click on your Agency Logo or the ENTER BASE SUPPLY ORDERING button.

3) Login if you already have an account or Click on REGISTER FOR AN ACCOUNT.

4) Follow the screen instructions for the Account Setup and Click CONTINUE.

5) Enter your Shipping and Billing Information and Click CONTINUE.

6) Confirm your information and Click CONTINUE.

7) When the screen confirms that your account has been set up successfully, Click RETURN TO BASE SUPPLY HOME.
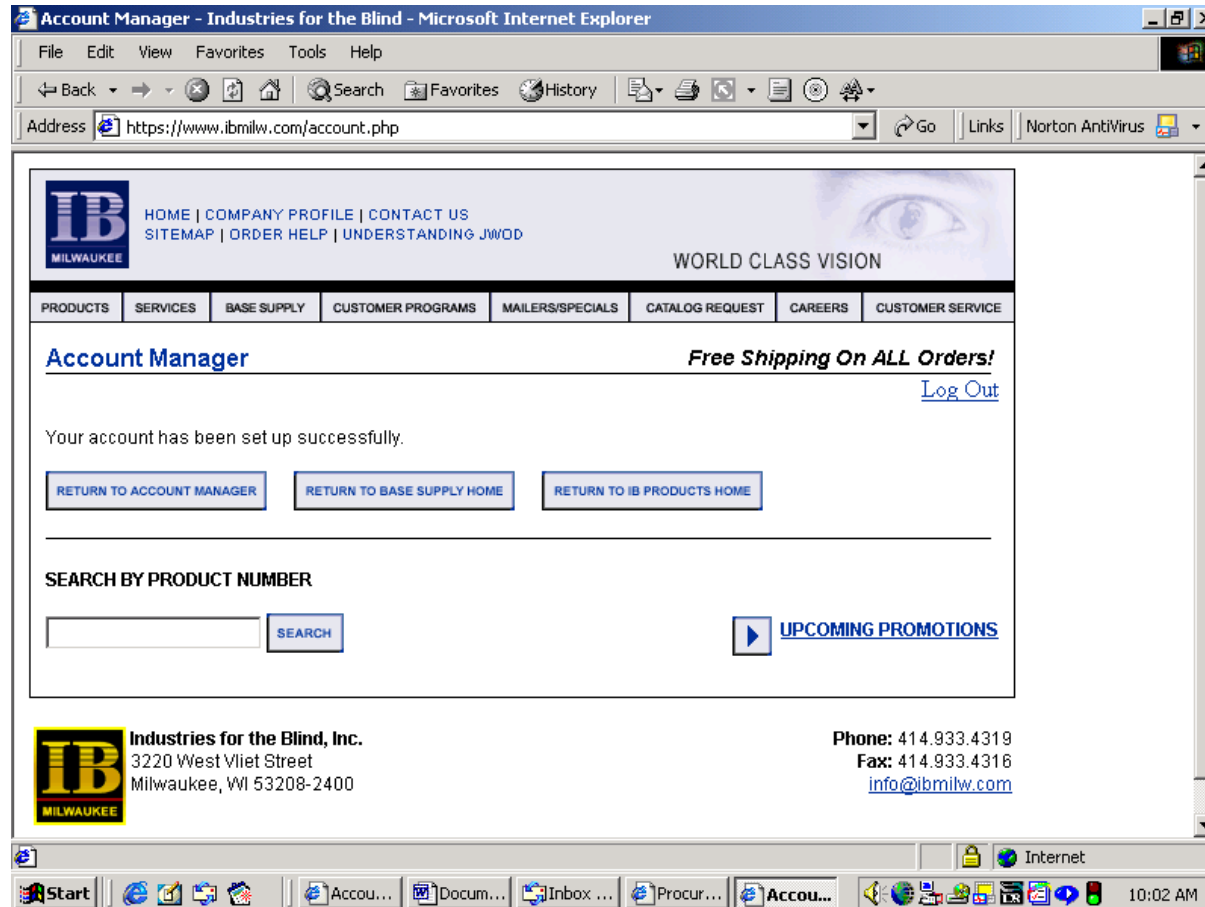
8) Click on your Agency Logo or the ENTER BASE SUPPLY ORDERING button.
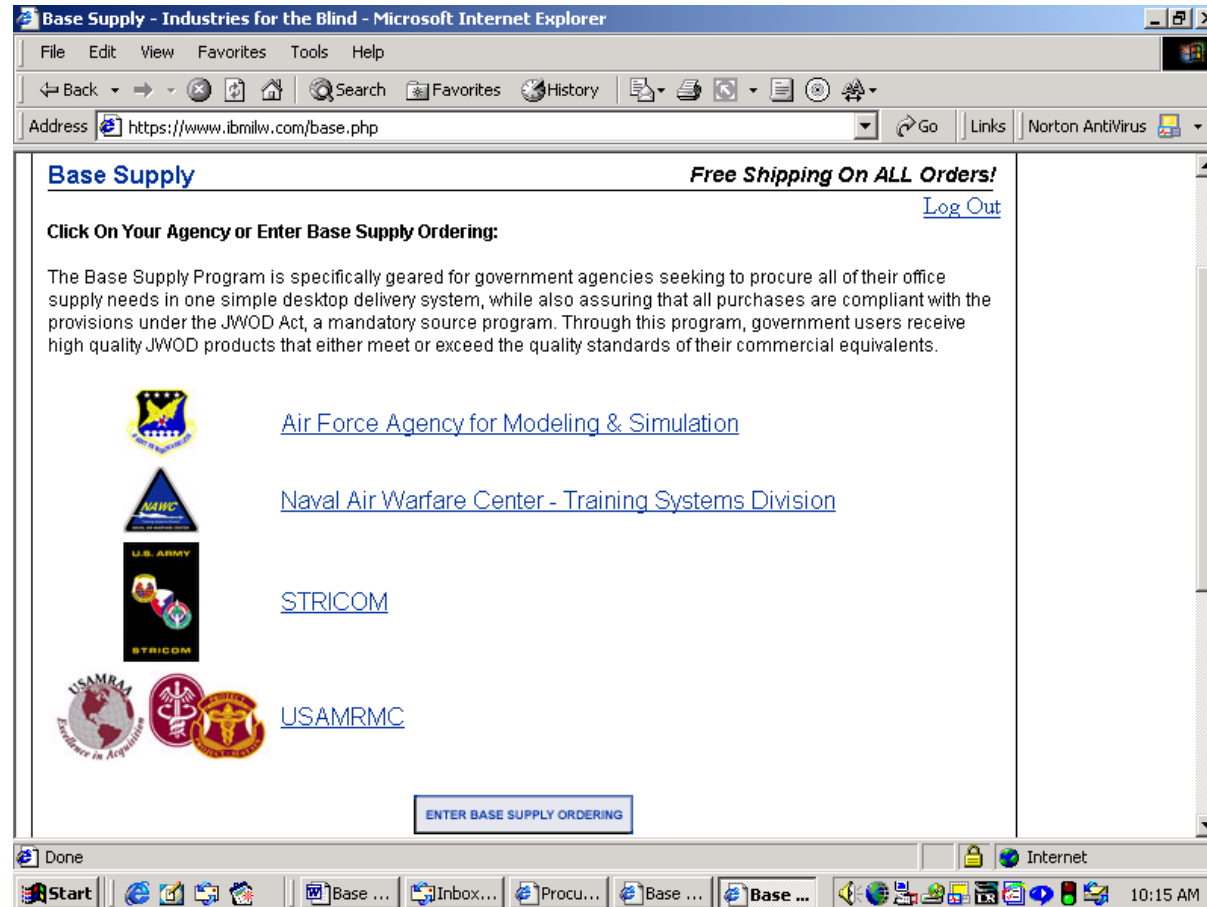
9) Select from the 3 Ordering Options to begin your order.

10) The 1st option will allow you to Search products by Item Number. You can easily add items to your cart by Clicking on the ADD TO ORDER button.
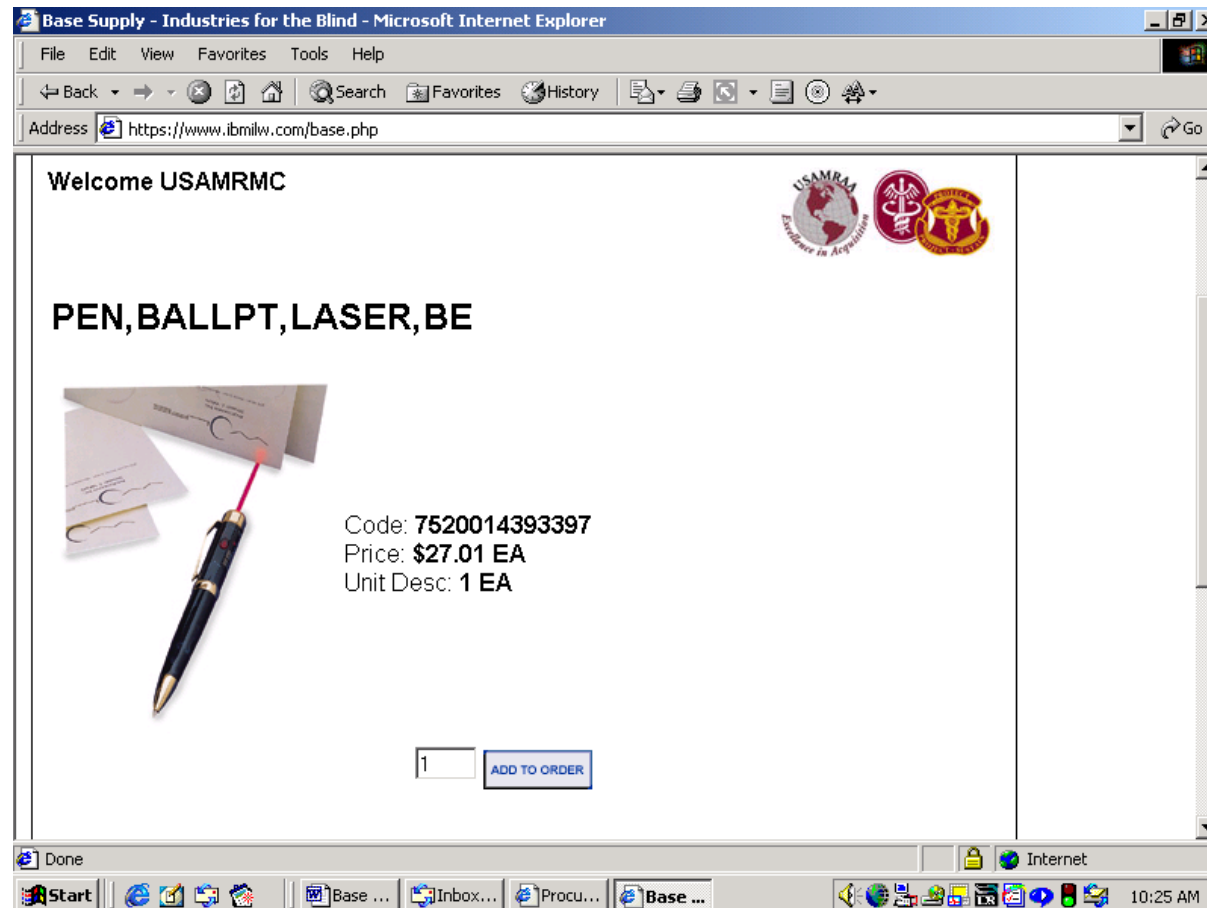
11) The item added would display in a virtual Shopping Cart for your approval. To change the Quantity for any line item, simply Click into the Quantity textbox, change the number (or enter "0" to remove the item), and then Click on UPDATE CART. But to continue your order, Click on RETURN TO STORE.

File   Edit   View   Favorites   Tools   Help

⇐ Back ▾ ⇒ ▾ ⊗ ⌘ ⌂ | ⬭Search ⊞Favorites ⬙History | ⧉▾ ⊜ ⬚ ▾ ☰ ⊙ ⬚▾

Address ⬚ https://www.ibmilw.com/cart.php   ▾ ⬀Go

Shopping Cart

Free Shipping On ALL Orders!

Log Out

Quantity	Item No	Item	Price	Total
1	7520014393397	PEN,BALLPT,LASER,BE	$27.01 EA	$27.01

UPDATE CART	Add More Items Using a Blank Order Form	**Subtotal** $27.01

Shipping $0.00

USER OPTIONS

| CHECK OUT	HOLD ORDER	CREATE A BLANK ORDER	RETURN TO STORE	< BACK

SEARCH BY PRODUCT NUMBER

[   ] SEARCH   ▶ **UPCOMING PROMOTIONS**

Industries for the Blind, Inc.
3220 West Vliet Street

Phone: 414.933.4319
Fax: 414.933.4316

https://www.ibmilw.com/base.php?blank=order   🔒 🌐 Internet

Start | ⬤⬤⬤⬤ | ⬚Base ... ⬚Inbox... ⬚Procu... ⬚Shop...   ⬚⬤⬚⬚⬚⬚⬚⬤⬚⬚ 10:29 AM

12) Using the 2nd Ordering Option, you can browse products by Category. Simply Click on the drop-down menu of categories. Select your choice and Click VIEW CATEGORY.
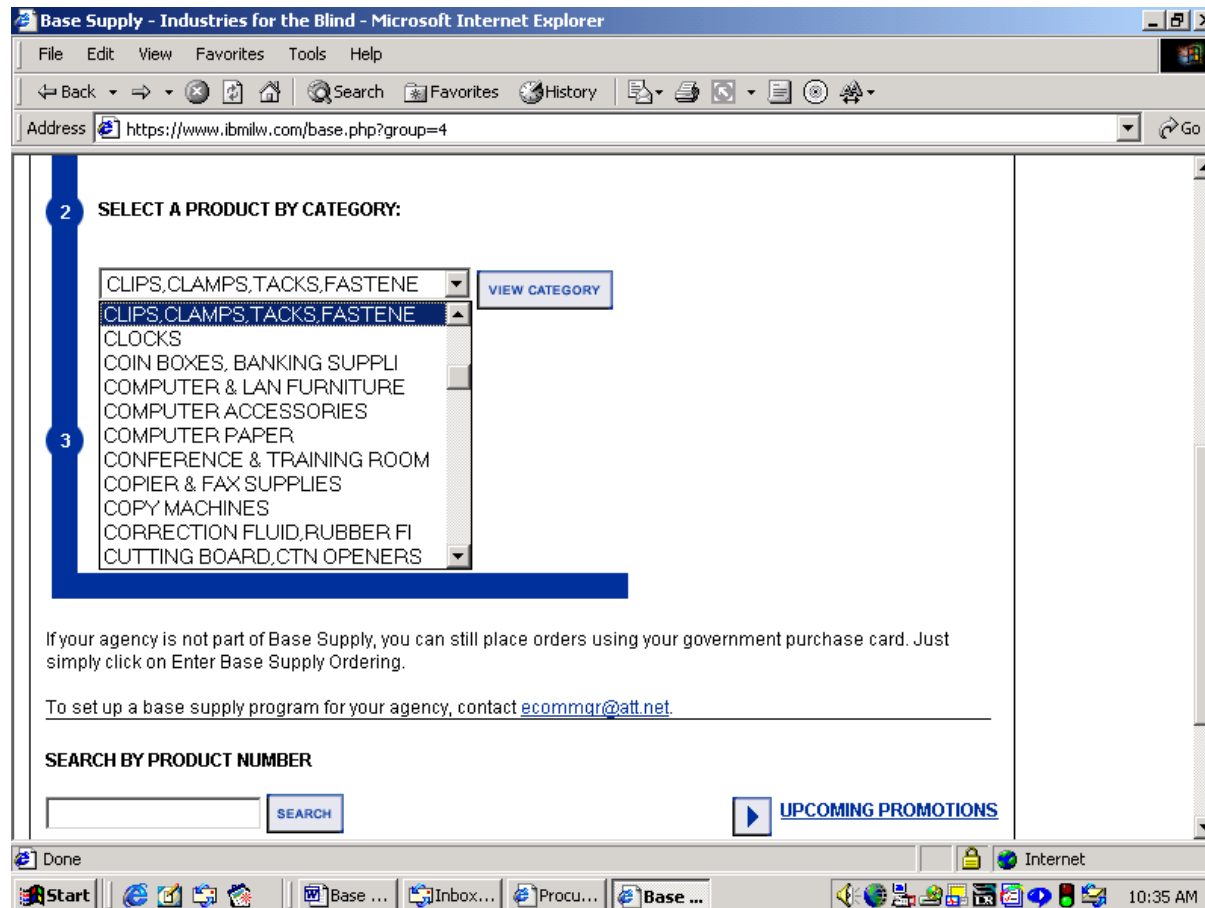
13) After the items for the given category have displayed, you can simply add a product to your cart by Clicking the ADD TO ORDER button or Click on an Item Number to see an image of the product.

14) After Clicking on an Item Number to see an image of the product, you can add it to your order by Clicking the ADD TO ORDER button. Alternately, you may also choose RETURN TO ITEM LIST to go back to the immediate category listing or BACK TO SEARCH OPTIONS if you wish to choose another ordering option.
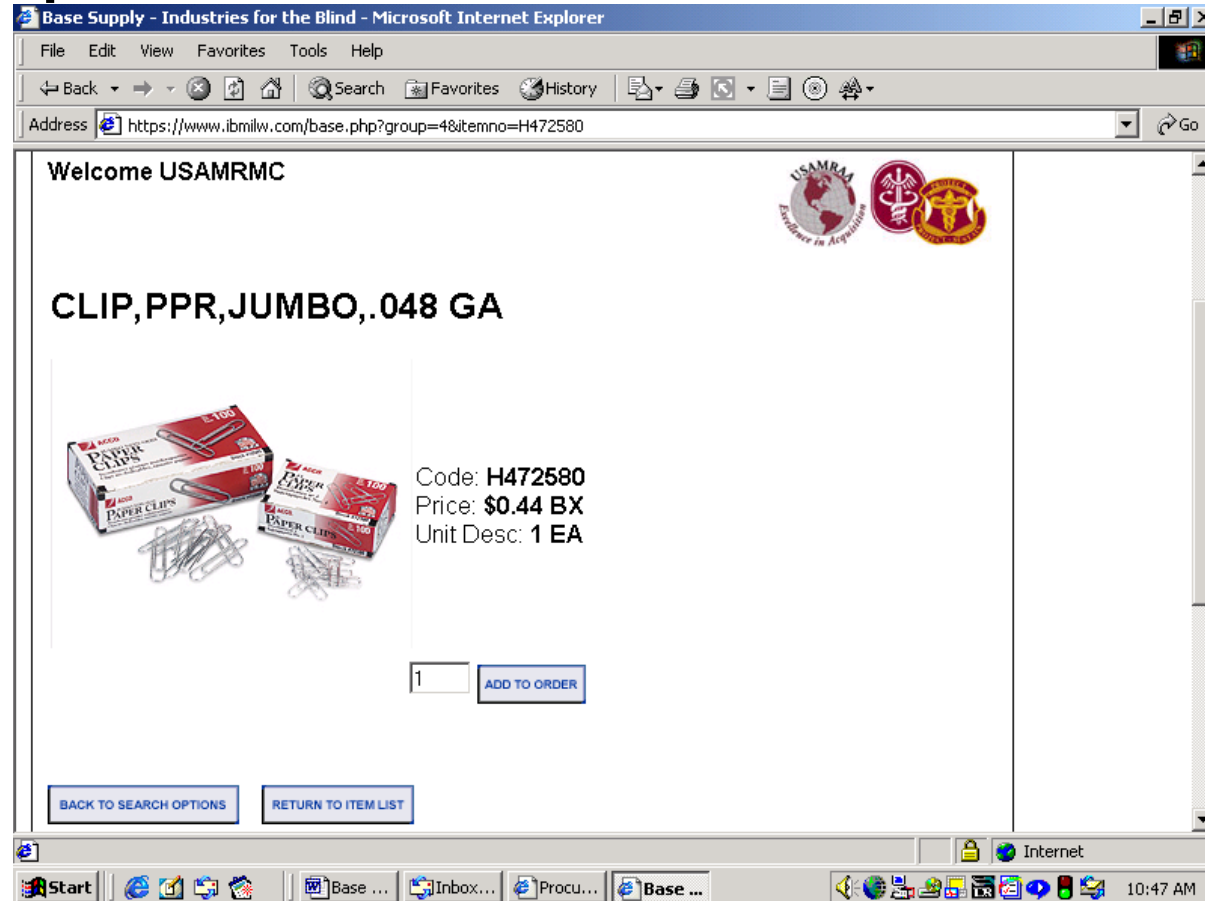
15) If the item above was added to the order, the Shopping Cart will again display its contents for your approval. At this screen, you will note a link below the cart contents that will allow you to Add More Items Using a Blank Order Form, which is the 3rd Ordering Option. Click on the link.

16) The Blank Order Form can be used at anytime during an order or it may be used exclusively for those of you that need to place your order quickly, and do not wish to search for products or view the product images.

17) Using this Blank Order Form, simply enter the quantity and item numbers you need, and Click on the ADD TO ORDER button.

18) Your Shopping Cart will once again display its contents for your approval. You will note that the items added using the Blank Order Form are now part of your order.

19) Now let's say that you are not quite finished with your order, but you have no more time to complete it. At this point, or at any point during the ordering process that you have items in a shopping cart, you can save and hold your order by Clicking on HOLD ORDER.

20) After Clicking on HOLD ORDER, the following screen will confirm that your order is on Hold. You will also be sent an email confirmation of the order (in Hold status).

21) At this point, let's say that two days have passed and you would like to review your order and complete it. For this example, I will exit the web browser I was using, and call up a new one to simulate returning back two days later. Again, go to www.BaseSupply.com and this time Click in the lower right-hand side of the screen on CUSTOMER LOGIN.
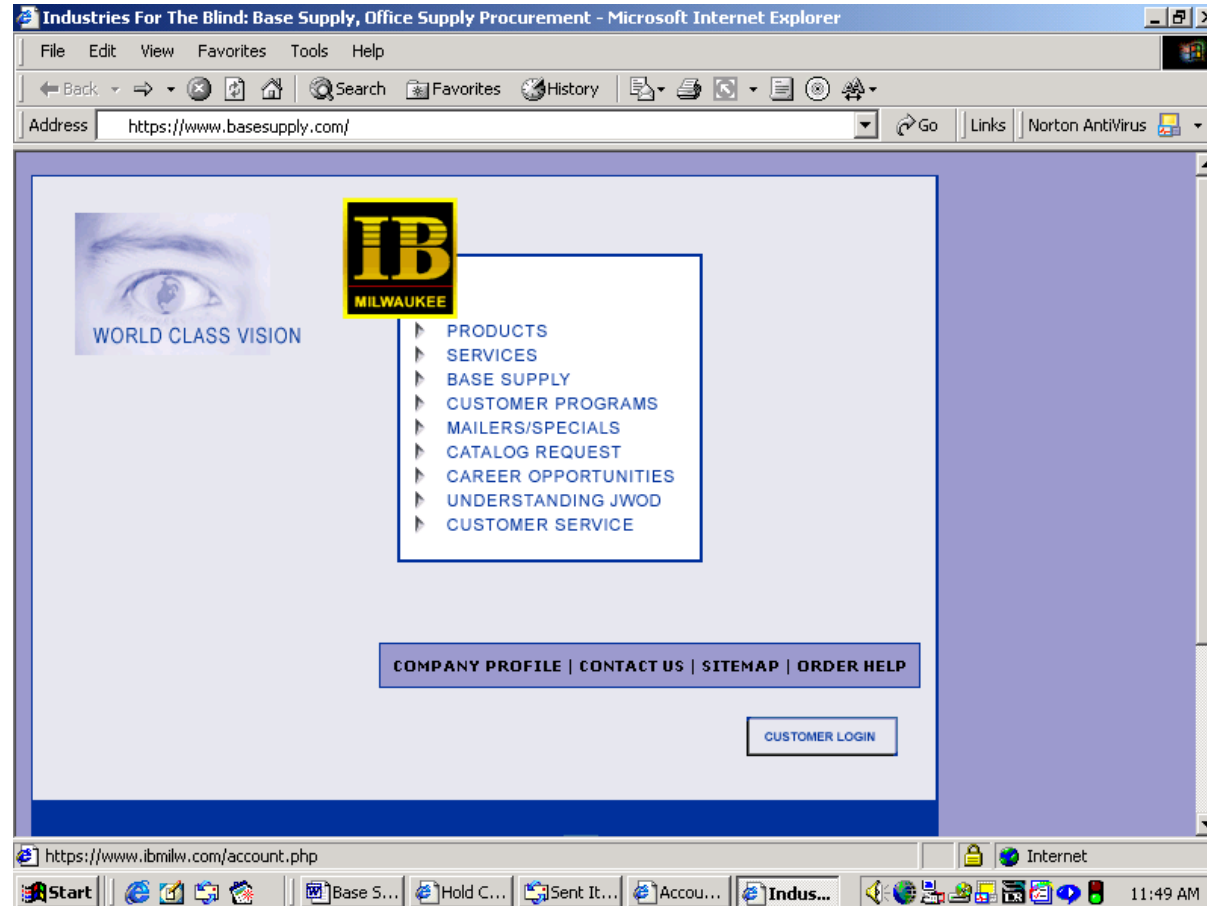
22) Enter your Customer ID and Password exactly as you entered it during your Account Setup, and Click on CONTINUE.

23) This will bring you to your Account Manager screen, which displays your basic account information and your order history. Note that the order you placed on Hold two days ago is now displayed here as part of your order history.

24) Your Account Manager screen provides a button for immediate ordering access by Clicking on the CREATE A BLANK ORDER button. Here you can also change your Password or Customer Type if ever necessary.

25) But let's say at this point you wanted to review that order you placed on Hold two days ago and complete it. Simply Click within your order history on the Order Number you would like to view and that order will be displayed on the screen.

26) Click on the EDIT ORDER button to make changes to your order or Click the PLACE ORDER button if you are ready to place your order.

27) For either selection the order will then be effectively placed into your shopping cart for Edit or Checkout. At this point you could add items using the Add More Items Using a Blank Order Form link or Click on RETURN TO STORE for other ordering options. Quantities for any line items may also be updated here before Checkout.

28) To Checkout, simply Click on the CHECK OUT button and select the Checkout option that you need. In most cases, this will be Card Holder Checkout. After selecting your Checkout option, Click the CONTINUE button. Alternately, if you are not the Card Holder and need approval from your superior for the order, select Submit for Approval and CONTINUE.
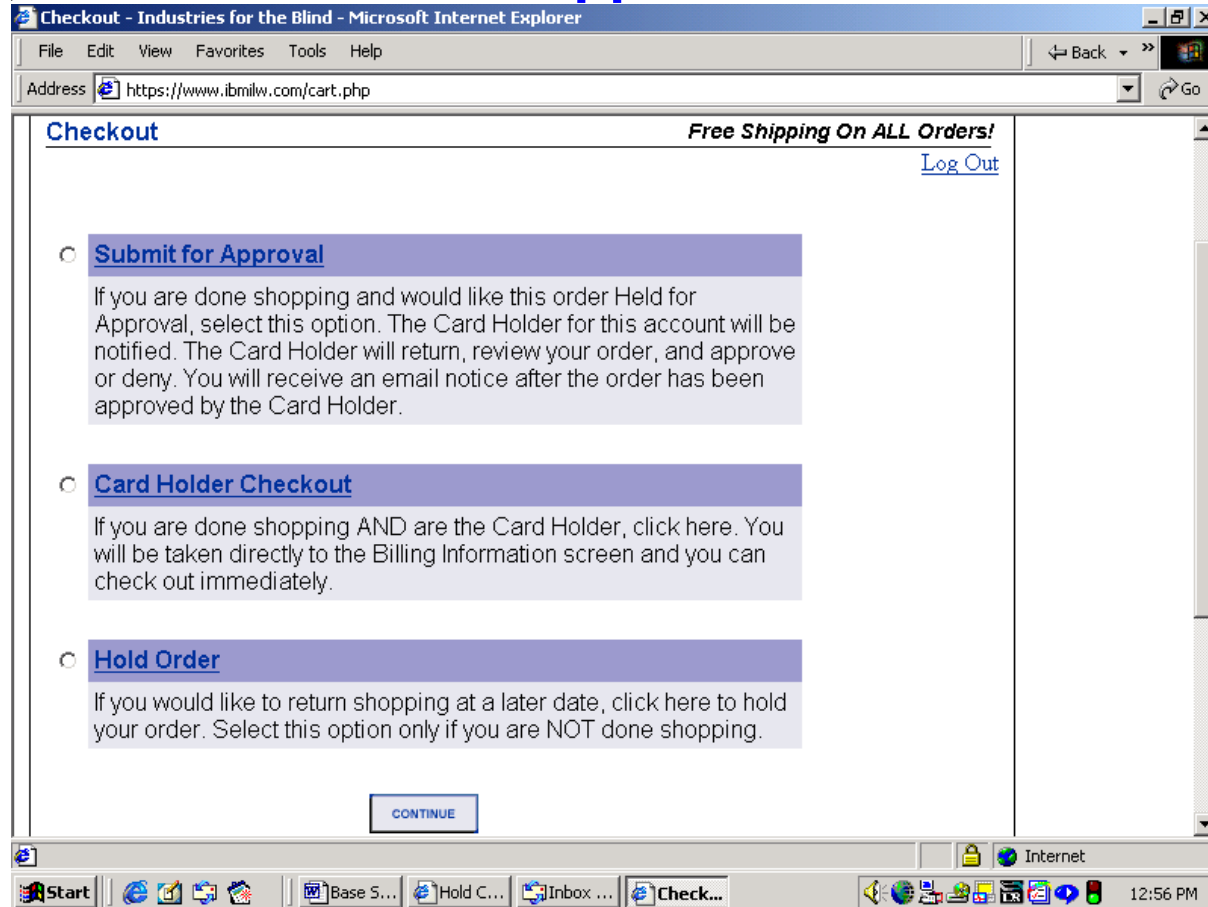
29) After selecting the Card Holder Checkout option and Clicking on the CONTINUE button, you will be directed to a Checkout screen where you will be able to confirm the items in your cart, the Billing and Shipping Addresses, and then enter your Credit Card Information.

30) Note that there is a textbox for an internal Job Order# or PO#, and another for any Special Instructions that may be helpful for the delivery of the order (However, all changes to the Shipping Address must be hard-coded to the system– so please contact your Sales Representative for these changes).

31) To continue the Checkout process, Click on the SUBMIT button. This will direct you to a page to confirm the information you just provided for the order.

32) Once you have confirmed all of your information for the order, YOU MUST then Click on the PLACE THIS ORDER button to finalize it. Note that BaseSupply.com utilizes Secure Sockets Layer (SSL) technology to assure that all customer communications are protected.

33) The last screen displayed to you will be the Order Confirmation which will provide you with an Order Number, Order Summary, and Customer Service links. You may also choose to Print this screen for your records, though you will also receive an email confirmation of this order and again when it ships out to you.